



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING MEDICAL EXAMINER INVESTIGATOR

Class No. 005792

■ CLASSIFICATION PURPOSE

Under general direction, to supervise the activities of the Investigative Division of the Medical Examiner's Office; to provide direction and oversight to the most complex investigations; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Supervising Medical Examiner Investigator is a sworn peace officer class, allocated to the Medical Examiner's Office, under the direction of the Chief Medical Examiner. This class is distinguished from the next lower class, Medical Examiner Investigator III, by its supervisory and administrative responsibilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Supervises, plans, and directs the activities of medical examiner investigators.
2. Oversees and may conduct the most complex investigations.
3. Determines if the Medical Examiner's office has jurisdiction in questionable cases and determines appropriate investigative procedures.
4. Provides information to law enforcement agencies, news media, and the public.
5. Acts as the contact person for the department, for other agencies, and the public concerning investigations.
6. Provides coroner services in the absence of the Chief Medical Examiner.
7. Plans and conducts educational and public information programs.
8. Trains medical examiner investigators in investigative techniques, rules of evidence, and legal developments affecting their investigativework.
9. Acts as an expert witness on cause of death investigative techniques or for cases that are at the judicial level.
10. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Investigative techniques, interviewing, and interrogation.
- Methods of collecting and preserving evidence.
- Medical and legal terminology and their standard abbreviations.
- Anatomy, Physiology, and Toxicology.
- Postmortem changes.
- Theory and principles of sanitation and hygiene.
- Basic pharmacology regarding therapeutic dosages, length of drug action, and contraindication.
- California Government Code.
- California Code of Civil Procedure.

- California Penal Code.
- California Health and Safety Code.
- California Labor Code.
- California Business and Professions Code.
- California Probate.
- Military and Veterans Code.
- Basics of toxicology and bacteriology.
- The General Management System in principle and in practice.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, and direct investigations into the cause of death.
- Write detailed reports and make oral presentations of investigative findings to law enforcement personnel, attorneys, and the court.
- Act as an expert witness in court or other legal proceedings.
- Establish and maintain effective working relationships with subordinates, medical staff, law enforcement agency personnel, officials and the public.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Five years experience as a Medical Examiner Investigator II with the County of San Diego, OR
2. Five years experience in a Coroner's or Medical Examiner's office in the State of California performing progressively responsible death investigations, one year of which included team leadership/supervisory responsibilities.

Note: Must meet State of California Minimum Standards (Government Codes Section 1031) for peace officers at time of appointment.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents deal with death, dead bodies, decomposed remains, and trauma involved with notification of "Next of Kin". Incumbents may traverse rough terrain to reach scene of death and work shifts including irregular work hours, weekends and holidays. Subject to call on a 24 hour basis.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: January 4, 1973
Retitled: November 16, 1990 (Supervising Deputy Coroner)
Reviewed: Spring 2004

Supervising Medical Examiner Investigator (Class No. 005792)

Union Code: MA

Variable Entry: Y